Office of Financial Management

Agency Financial Reporting System

FINANCIAL TOOLBOX

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For help, questions or interest in the Financial Toolbox, please contact Aleta Quimby at aleta.quimby@ofm.wa.gov 360-664-7721 or Larry Johnson at larry.johnson@ofm.wa.gov 360-664-7778.

Workflow

The Financial Toolbox workflow for transactions interfacing to the Agency Financial Reporting System (AFRS) is:

- Enter or up-date financial transactions in the Financial Toolbox template on the user's desktop (i.e. Excel, Access, Notepad, etc).
- Save the template of transactions as a tab delimited text file on the user's personal computer or agency shared drive.
- A Submitter points the Financial Toolbox to the file, selects a transaction report and [clicks] **Submit** to AFRS.
- The Financial Toolbox performs template and data edits and provides a transmittal results screen to the Submitter with any edit error(s).
- If the file of transactions passes the edits, the Financial Toolbox transmits the file to the AFRS batch interface process and E-mails the requested transaction report to the Submitter.

Within AFRS, the batch is run through the AFRS edits, placed in a Hold or Error status and displayed on the Batch Header Summary (IN.3) screen. The user with the appropriate AFRS security level must then correct the transactions, if necessary, and release the batch for processing.

Overview

The Financial Toolbox is a product offered and maintained by the Office of Financial Management (OFM). The Financial Toolbox is offered at no cost.

The Financial Toolbox is a secure web-based application that enables users to interface AFRS financial transactions as well as cost allocation tables, cost allocation plan and financial data, from a user's desktop to the mainframe for processing. The Build Plan and Allocate user role can initiate the simulated cost allocation plan build (See –Create a Cost Allocation Plan) and simulated cost allocation (See –Create Cost Allocated Financial Data) processes that return the results of the simulated process to the user. Each of the two Submitter user roles can interface financial transactions to AFRS (See –Interface Financial Transactions to AFRS) and receive back the selected Financial Toolbox transaction report of the transmitted data. The batch of financial transactions is placed in the AFRS on-line file (IN.3) screen.

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The Financial Toolbox provides the user with a link to FASTRACK for the user to download data to a file, which the user opens on their desktop. The FASTRACK data download report is in the Financial Toolbox spreadsheet software template with pre-defined column titles. The FASTRACK reports are currently only for cost allocation data. The user can manually enter or modify data in the template. The data in the template is saved in a tab delimited text format for the simulated cost allocation plan build or the simulated cost allocation interfaces.

The Financial Toolbox home page contains tabs for running the toolbox functions. After the user clicks on a tab, the user is required to enter specific information on a screen for the toolbox function to run. All toolbox functions edit the file path, the correct template column titles, and the data in the template for proper type and length.

Operating Environment

The user will need an IBM compatible PC with spreadsheet software, Internet Explorer 5.5 or greater, and Washington State intranet access.

Operating Hours

The Financial Toolbox is available Monday through Friday from 6:30 AM to 7:30 PM, Saturday from 7:00 AM to 7:30 PM, and Sunday from 7:00 AM to 1:00 PM.

To interface with FASTRACK and AFRS, please see that product's documentation for operating hours.

Edits / Rules / Tips

The Financial Toolbox provides templates containing column titles that correspond to the AFRS coding element fields. These column titles are the key that enables the Financial Toolbox to transmit data with one click of the mouse. The template column titles must meet the template standard in spelling; column titles cannot be changed. Templates must be saved in a tab delimited text format for interface transmittal. The user can change the order of the toolbox template column titles and can remove or hide optional template column titles.

Limited Financial Toolbox edits occur on transmitted data values. The template required column titles must be present, spelled correctly and contain data values for each row. The data value entered in a required or optional template column is validated for proper length and type. To view the value format requirements, display the template. In the template place the cursor on each column title to display comments on the value format.

All data reports received from FASTRACK contain the message "Report Designed By: Washington State Office of Financial Management (OFM)" in the last row first cell. This message is the confirmation that all the data requested has been downloaded. If this

message does not appear, requested data is missing. The user can delete this message or the financial toolbox is programmed to remove this message on file transmittals.

Financial Toolbox Tips:

- To ensure that Microsoft Excel saves tab delimiters for all empty columns, verify that the last column in the worksheet contains some data in at least every 16 rows throughout the file. To remove this potential problem of losing a partial column containing data have the last column contain values for each row. For example, keeping the amount column as the last column will prevent this problem.

- If an error occurs in transmittal, but the spreadsheet appears correct and the error cannot be seen, then copy the data from the current worksheet to a new worksheet and submit.

- To remove Microsoft Excel rows or columns do not highlight the data and [press] "delete". This will cause blank rows or columns. Blank columns will cause a transmittal error. The proper way to remove Microsoft Excel rows or columns is to select the rows or columns, [click] the "edit" menu and [click] "delete".

- Enter the decimal point to indicate cents in the amount field. For example, the amount 100 is transmitted as 100.00 (one hundred dollars) and not 1.00 (one dollar).

- The Financial Toolbox will on transmittal auto fill the document date (uses current date), If the document date is present it will not be replaced. All these fields are replaced: any field from a master index, the vendor fields from the vendor number, and for an SWV vendor number a regular payment transaction code to an IAP transaction code.

- On the transmittal status screen use the Microsoft Internet Explorer back button to retain settings on the transmittal screen: [clicking] the **Batch Interface to AFRS** tab will display a cleared screen.

- To change numbers formatted or entered as text to numeric data in Microsoft Excel, select a blank cell. Format the cell as number with 2 decimal places (on the Format menu [click] Cells, then in the Category box [click] Number and in the Decimal places box select "2"). In the cell, [type] "1" and then [press] Enter. [Click] the cell containing 1.00, and then [click] Copy on the Formatting toolbar. Select the range of cells that contain the "text" numbers. On the Edit menu, [click] Paste Special, [click] Multiply, and then [click] OK.

- In Microsoft Access to format an amount field as numeric without a leading dollar sign use this formula in the query:

    Amount: Format(FormatNumber([table name]![field name],2),"Fixed")

- An Agency can change the password expiration days for all users. The current default is 120 days. An agency can select between 1 day and 120 days. The Agency Administrator must E-mail Aleta or Larry (see – Contacts) to change the password expiration days.

- A user can enter distribution percentages and short notes in the info and comp columns (limit 50 characters). The worksheet template can be saved with these column entries. When the template is used in the merge transactions or the batch interface to AFRS, these columns are dropped in the output file.

Web Page Address (URL)

The Financial Toolbox web address is: https://systems.ofm.wa.gov/ftbx/ . A portal page containing all OFM products is located at: https://systems.ofm.wa.gov . The Financial Toolbox icon can be selected on the portal page.

Become A User

An agency must complete and submit the Agency Security Administrator Form (see – last page of this user manual) and OFM will set-up the Financial Toolbox Agency Administrator(s). The Agency Administrators will then set-up the agency users.

To become a user follow these steps:

1. Contract your approving authority to use the Financial Toolbox.

2. If authorized to use the Financial Toolbox your approving authority will provide your Agency Administrator with your:

    • E-mail address,

        Your correct E-mail address is important. E-mail is used to notify you when you are added to the Financial Toolbox, added to other agencies, get a new Financial Toolbox assigned password, or receive E-mail attachments from AFRS created files or reports.

    • Agency number(s) (four characters),

    • First name, last name, middle initial (optional), and

    • The user role –

        A. One or none of these three roles:

            1) "CA AFRS Submitter" to submit cost allocation and all other types of AFRS transactions or

            2) "AFRS Submitter" to submit all types of non cost allocation AFRS transactions or

            3) "AFRS Preparer" to test any type of AFRS transactions against the Financial Toolbox edits, but cannot transmit the batch to AFRS.

        B. And / or the "Build Plan and Allocate" role for the cost allocation simulated processes.
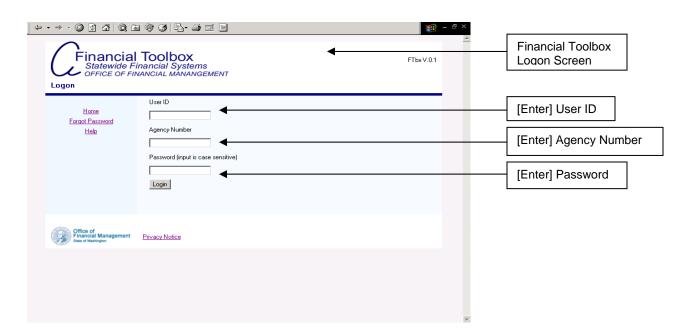
            When logged on to the Financial Toolbox, a user can click **My Profile** tab to view their user role(s).

3. The Agency Administrator will provide your User ID and add you to the Financial Toolbox. To interface AFRS transactions the Financial Toolbox User ID must be the same as the AFRS User ID. If it is not, the Agency Administrator can change the Financial Toolbox User ID. The user is not notified by E-Mail, so the Agency

Administrator will need to inform the user of the change. Note: The changed User ID in the Financial Toolbox is automatically the User ID for the Disclosure Forms application if the user has Disclosure Forms access.

4. When added to the Financial Toolbox you will receive two E-mails. One E-mail is your user ID. The other E-mail is your Financial Toolbox assigned password. Your Financial Toolbox assigned password is temporary. The first time you logon, the Financial Toolbox will require you to change your Financial Toolbox assigned password.

Please note: Agency staff can create financial transactions in the Financial Toolbox template for interface to AFRS. Only a Preparer or Submitter can access the Batch Interface to AFRS transmittal screen that performs Financial Toolbox edits against the financial transaction(s). The batch of AFRS transactions must reach the AFRS batch interface for the AFRS edits to apply.

Logon

The logon screen provides security to the Financial Toolbox. Complete the following steps to log on:

1. Start Internet Explorer.
2. [Type] **https://systems.ofm.wa.gov/ftbx/** in the **Address** field and [click] **Go** or press [Enter].
   The Financial Toolbox logon screen is displayed.
3. [Type] your User ID assigned by the Agency Administrator in the **User ID** field, and then [Press] "Tab" to move your cursor to the next field.
4. [Type] your agency number (four characters) in the **Agency Number** field, and then [Press] "Tab" to move your cursor to the next field.
5. [Type] your Password in the ***Password** field.
   ****Please note that passwords are case sensitive**. Your Agency Administrator does not know and cannot view your password.*
6. [Click] the **Login** button or [Press] "Enter" to initiate a connection to the Financial Toolbox.
7. When the information is validated the Financial Toolbox Home page will display.

The agency number entered is the agency you will be working in. This agency number is automatically entered on all Financial Toolbox transmittals. On the Batch Interface to AFRS transmittal screen the agency you are working in is (1.) the AFRS batch header agency, (2.) the financial transaction input agency and (3.) the posting agency if the posting agency is not on the financial transaction(s). Note: AFRS will edit the financial transaction(s) to ensure that they have an authorized input and posting agency. If you wish to interface financial transactions from another agency, log out and logon with the other agency.
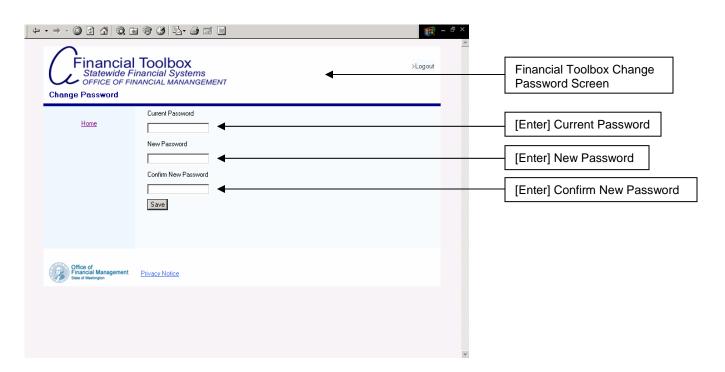
System Assigned Password

If you forget your Password, complete the following steps to get a new Financial Toolbox assigned password:

1. Go to the Financial Toolbox logon screen (see – Logon [to display the Financial Toolbox logon screen]).
2. [Click] the **Forgot Password** on the logon screen.
3. The Forgot Password screen will display.
4. [Type] your logon ID assigned by the Agency Administrator in the **User ID** field, and then [press] "Tab" to move your cursor to the next field.
5. [Type] your agency number (four characters) in the **Agency Number** field.
6. [Click] the **Submit** button or [Press] "Enter".
7. When the information is validated you will receive E-mail notification of your Financial Toolbox assigned password. Your Agency Administrator does not know and cannot view your password.

The Agency Administrator can also request a Financial Toolbox assigned password for you, and you will receive an E-mail notification of your Financial Toolbox assigned password.

Your Financial Toolbox assigned password is temporary. The first time you logon, the Financial Toolbox will require you to change your Financial Toolbox assigned password (see – Change Your Password).

Change Your Password

Financial Toolbox Change Password Screen

[Enter] Current Password

[Enter] New Password

[Enter] Confirm New Password

To change your password, [Click] the **My Profile** tab or for an Agency Administrator [Click] the **Administration** tab; [Click] **Manage Your Profile** link or for an Agency Administrator [Click] **Manage User Profiles** link; then [Click] **Change Password** link. Logging on the first time with a Financial Toolbox assigned password will require you to complete the change password screen. [Type] your current password, new password, and confirm new password on the screen and [Click] **Save**. A valid password must be:

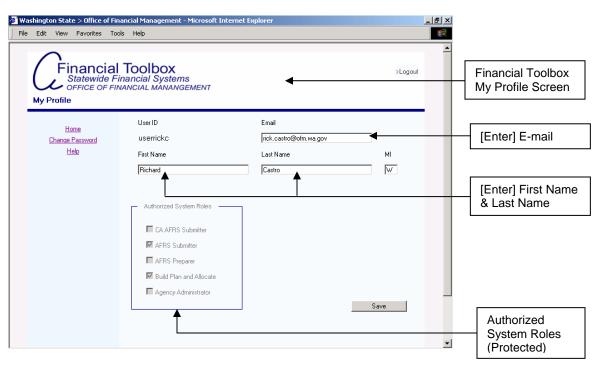   At least eight characters long,
    Contain a special character i.e. ! # $ % ( ) * + , - . / : = ? @ [ ] ^ _ { } \ | ~,
    Contain two of the following three items
       ▪ An uppercase letter
       ▪ A lower case letter
       ▪ A number,
    And not contain the user's last name, first name or user ID.

When the information entered is validated, your new password will be effective.

Change Your Name and / or E-mail Address

To change your first name, last name, middle initial (optional) and / or E-mail address, [Click] the **My Profile** tab. [Type] the information on the screen and [Click] **Save**. Validation occurs to the information. The first name, last name, and E-mail are required, and E-mail must format as characters@characters.characters. A user cannot change their User ID, authorized agency(s), or authorized system roles. The Agency Administrator can also change your first name, last name, middle initial (optional) and / or E-mail address.

The FASTRACK reports, the user desktop and the AFRS Batch Interface are system functions performed in products that are not part of the Financial Toolbox capabilities per se.

FASTRACK Functions

The FASTRACK product can provide the cost allocation tables, the cost allocation plan and the cost allocation financial data in download report files. In FASTRACK a user can select parameters to get a sub-set of data desired for each report file. These FASTRACK report files are in the Financial Toolbox templates.

There are no FASTRACK detail transaction or summary transaction Financial Toolbox download reports. The one financial report is for cost allocation data and the report is formatted for the simulated allocate transactions process (See – Financial Data For Cost Allocation).

User Desktop Functions

The user desktop workstation provides the capability for a user to enter and / or modify cost allocation tables, plan, financial data, and / or AFRS financial transactions.

The user will utilize spreadsheet software, such as Microsoft Excel, on their desktop. The cost allocation tables, plan tables and / or financial table data can be loaded to this software from report files created in FASTRACK. The user can also manually enter this data to their spreadsheet software. The data must be in the templates required for the Financial Toolbox functions. The user can modify the cost allocation tables, plan tables and / or financial table data, so the correct AFRS financial transactions can be prepared.

AFRS Batch Interface Functions

The user determines what financial data should be entered to create the AFRS financial transactions. The AFRS Batch Interface receives the transmittal from the Financial Toolbox and edits the AFRS financial transactions. These edits use the tables in AFRS. The batch is then placed in hold or error status. A user with AFRS batch release security must release the batch for it to process in AFRS.

Cost Allocation Adjustment Scenarios

Adjustments that occur are:
Incorrect cost objective replaced by a correct cost objective.
Incorrect cost objective replaced by a correct base.
Incorrect base replaced by a correct cost objective.
Incorrect base replaced by a correct base.

The adjustments occur in an open fiscal month. The cost allocation plan corrected is the plan for the fiscal month the incorrect transactions occurred. The data elements entered using the corrected plan must be valid data elements for the open fiscal month.

Causes for adjustments are:
    Transfer an Appropriation index.
    Over expend a cost objective lid.
    Audit disallows expenditures to a cost objective.
    The schedule link program index / allocation code combination is to an incorrect schedule.
    The schedule target is an incorrect cost objective or base.
    The cost objective has an incorrect Federal % and State / Local %.
    The base element target is an incorrect cost objective or base.
    The base element value is incorrect, resulting in an incorrect percent between cost
        objective(s) and / or base(s).
    The recovery of expenditures, revenue source 0716.

A DSHS document will further explain each adjustment and the steps to prepare the
    adjustment.

Create a Cost Allocation Plan

The cost allocation tables are used in the simulated plan build process. The cost allocation tables are the schedule, the schedule link and the base element. The base element is optional and is not needed if a base is not in the simulated build plan process.

In the user's desktop spreadsheet software, such as Microsoft Excel, the user can load the cost allocation tables from reports created in FASTRACK. The user can also manually enter the cost allocation tables in the user's desktop spreadsheet software. The cost allocation tables must be in and conform to the Financial Toolbox templates. The user cannot change the toolbox template data element column titles. The user can modify the cost allocation table data; change the order of the toolbox template data element column positions; and remove the optional element columns.

The cost allocation table template data element column title, element length, and element required / optional are:

Schedule Template

Column Title	Length	Required / Optional
agy	4	O#
bien	4	O#
fm	2	O#
schedule	8	R
t_cobj	5	O*
t_base	3	O*

See after Base Element Template for a definition of O# and O*.

Schedule Link Template

Column Title	Length	Required / Optional
agy	4	O#
bien	4	O#
fm	2	O#
pi	5	R
alloc	4	R
schedule	8	R

See after Base Element Template for a definition of O#.

Base Element Template

Column Title	Length	Required / Optional	Format
agy	4	O#	
bien	4	O#	
fm	2	O#	
base	3	R	
b_elem	3	R	
t_cobj	5	O*	
t_base	3	O*	
value	15	R	+ or – 9(11).99
pct	18	R%	+ or – 9(3).9(13)

O# = the title and the data element value are not required in the template. Downloading the report from FASTRACK will contain the title and data element value to confirm and document the selection criteria. Requesting the template in the Financial Toolbox will not contain the title. The title and the data element value are inserted (replaced if present) from the Simulated Build Plan Transmittal screen.

O* = the target cost objective or target base must be entered, but not both.

R% = the percent is calculated in the simulated plan build process. The calculated percent will replace the percent on the record. The percent is required and the user must enter at least 0 in the percent.

The Cost Allocation Plan Tables

The cost allocation plan is comprised of two tables; the plan link table and the plan table. The cost allocation plan tables must conform to the Financial Toolbox templates. The user cannot change the toolbox template data element column titles. The user can modify the cost allocation plan data; change the order of the toolbox template data element column positions; and remove the optional element columns.

The cost allocation plan can be created in three ways:

1. The user can import each plan table from a report created in FASTRACK.
2. The user can manually enter the cost allocation plan table into the Financial Toolbox plan template on the user's desktop.
3. The user can create the cost allocation plan tables from the **Build Plan** tab contained in the **File Upload** tab. The simulated build plan process uses cost allocation tables (See – Create Cost Allocation Tables). A screen is used to enter the cost allocation table locations. The user can then run the simulated build plan process and receive the cost allocation plan tables as E-mail attachments.

Upon [clicking] **Submit** the file paths are edited. If a file path is missing or the file path does not identify a file, a user message will display on the transmittal form. If the required file paths are to a file, then the file template data is edited. The user will receive an on-line message that the upload process completed successfully or that the template column titles or data in the templates is in error, and that the upload process did not complete.

If the message is "Upload Process Completed Successfully" the user will shortly receive the E-mail. The two attachments in the E-mail are the plan link table and the plan table. Each E-mail attachment has a 30,000-row limit. If the row limit is exceeded, multiple E-mails with attachment(s) will be received until the table competes.

The cost allocation plan templates data element column title, element length, and element required / optional are:

Plan Link Template

Column Title	Length	Required / Optional
agy	4	O#
bien	4	O#
fm	2	O#
pi	5	R
alloc	4	R
t_cobj	5	O*
t_base	3	O*
schedule	8	R

See after Plan Template for a definition of O# and O*.

Plan Template

Column Title	Length	Required / Optional		Format
agy	4	O#		
bien	4	O#		
fm	2	O#		
t_cobj	5	O*		
t_base	3	O*		
e_cobj	5	R**		
t_pct	18	R		+ or − 9(3).9(13)
f_pct	7	R	@	+ or − 9(3).99
s_pct	7	R	@	+ or − 9(3).99
l_pct	7	R%	@	+ or − 9(3).99

O# = the title and the data element value are not required in the template. Downloading the report from FASTRACK or creating the report in the simulated plan build process will contain the title and data element value to confirm and document the selection criteria. Requesting the template in the Financial Toolbox will not contain the title. The title and the data element value are inserted (replaced if present) from the Simulated Cost Allocation Transmittal screen.

O* = the target cost objective or target base must be entered, but not both.

R** = if the target cost objective is populated, then the element cost objective must match.

R% = the l_pct (local percent) is required and should contain zero. The upload will overlay the local percent with zero. Local percent is a future release. Local percent is currently in state percent.

R@ = the total of the f_pct, s_pct, and l_pct (overlaid with zero) must equal exactly 100.00.

The Financial Data For Cost Allocation

The financial data is used in the allocate transactions process (See – Create Cost Allocated Financial Data). The user can load the financial data from a report created in FASTRACK. The user can also manually enter the financial data into the Financial Toolbox financial data template on the user's desktop. The financial data must conform to the Financial Toolbox template. The user cannot change the toolbox template data element column titles. The user can modify the cost allocation financial data, change the order of the toolbox template data element column positions; and remove the optional element columns.

The cost allocation financial data template data element column title, element length, and element required / optional are:

Cost Allocate Financial Data Template

Column Title	Length	Required / Optional	Format
agy	4	O#	
bien	4	O#	
fm	2	O#	
gl	4	R	
pi	5	R	
alloc	4	R	
sobj	2	R	
ssobj	4	R	
oi	4	R	
proj	4	O	
sproj	2	O*	
proj_ph	2	O*	
mos	4	O	
cobj	5	O	
caft	1	O	
fund	3	R	
ai	3	R	
bu	3	O	
info	50	O@	
comp	50	O@	
amount	15	R	+ or – 9(11).99

O# = the title and the data element value are not required in the template. Downloading the report from FASTRACK will contain the title and data element value. Requesting the template in the Financial Toolbox will not contain the title. The title and the data element value are inserted (replaced if present) from the Simulated Cost Allocation Transmittal screen.

O* = if project is blank, then the sub-project and project phase must be blank

O@ = columns removed on the merge process and are not present in the merged file.

Create Cost Allocated Financial Data

The user can create corrected cost allocation financial data from the **Cost Allocation** tab contained in the **File Upload** tab. The simulated cost allocation process uses the cost allocation plan (See –Create a Cost Allocation Plan) and the financial data (See –Create Financial Data for Cost Allocation). The screen is used to enter the cost allocation plan and financial data locations. The user can then run the simulated cost allocation process and receive the cost allocated financial data file as an E-mail attachment. The cost allocation process reversing transaction data is not created (financial data with CAFT value "N").

Upon clicking **Submit** the file paths are edited. If a file path is missing or the file path does not identify a file, a user message will display on the transmittal screen. If the required file paths are to a file, then the file template data is edited. The user will receive an on-line message that the upload process completed successfully or that the template column names or value(s) in the templates is in error, and that the upload process did not complete.

If the message is "Upload Process Completed Successfully" the user will shortly receive the E-mail. The one attachment in the E-mail is the cost allocated financial data. The E-mail attachment has a 30,000-row limit. If the row limit is exceeded, multiple E-mails with an attachment will be received until the table competes.
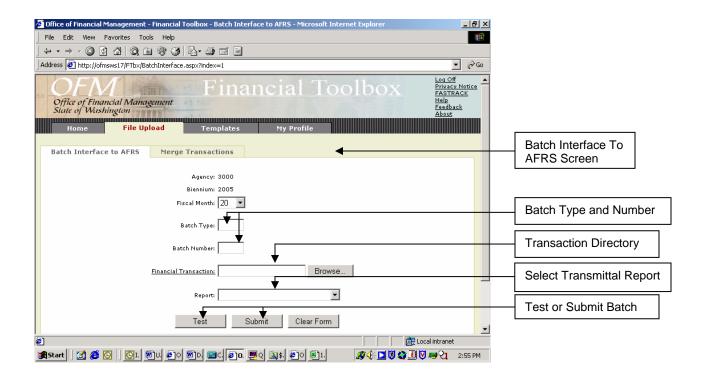
Note: The user can import financial data from a report created in FASTRACK and make extensive modifications to the data. The user can also manually enter the cost allocation transactions into the Financial Toolbox. In both cases the user may perform extensive manual work to prepare the corrected cost allocated transactions.

Merge Transactions

The user can merge transactions from the **Merge Transactions** tab contained in the **File Upload** tab.

This capability merges identical transactions (transactions where every field value matches. The amounts are summed). Any resulting zero amount transactions are removed. This is a separate process that requires a tab delimited text file and returns by E-mail the merged file as an attachment in an MS Excel format.

Interface Financial Transactions To AFRS

To interface financial transactions to AFRS complete the following steps:

1. [Click] the **Batch Interface to AFRS** tab contained in the **File Upload** tab.
2. The Batch Interface to AFRS screen displays.
3. Select the Fiscal Month from the **Fiscal Month** drop down list, if appropriate. The fiscal month default is the current fiscal month. Selecting a prior biennium fiscal month will change the biennium field to the prior biennium. The biennium field is protected. After selecting the fiscal month, then [Press] "Tab" to move the cursor to the next field.
4. [Type] your batch type in the **Batch Type** field. If the batch type is invalid, begins with the letter P, Q, T, W, Y, or Z, also X in FM25 and A for DSHS the transmittal screen displays the message "Invalid Batch Type". On transmittal the Batch Type is verified to the AFRS Batch Type security that is allowed for the User ID.
5. [Type] your batch number in the **Batch Number** field.
6. [Type] the directory to the file of transactions in the **Financial Transactions** field or [Click] the **Browse** button to navigate to the file of transactions. If the **Browse** button is clicked, move through the directory and select the file of transactions. [Click] the **Open** button. The directory to the file is entered in the **Financial Transactions** field. The financial data interface must conform to the Financial Toolbox template. The file must be saved as a tab-delimited text file and must contain the pre-defined column headings. The user cannot change the toolbox template data element column titles. The user can change the order of the toolbox template data element column title positions and can exclude the optional data element column titles.

7. A Submitter must [Click] one of four report selections in the **report** field. One option is No Report (No E-Mail). Three reports can be selected (see – Financial Toolbox Reports for a listing of the fields and sort order).
8. [Click] the **Submit** button or [Press] "Enter" to initiate the transmittal to AFRS.
9. Upon clicking **Submit** the batch type, batch number, report and file path are edited. If the batch type, batch number, report or file path is missing or the file path does not identify a file, a user message will display on the form. If the required file path is to a file, then the file template data is edited. The user will receive an on-line message that the upload process completed successfully or that the template column titles or data in the templates is in error, and that the upload process did not complete. If the on-line message is "Upload Process Completed Successfully" the interface process creates the batch of AFRS financial transactions and creates the transaction transmittal report selected for the transactions interfaced. The Submitter receives the transmittal report selected for the financial transactions interfaced to the AFRS batch interface as an E-mail attachment. The E-mail attachment has a 30,000-row limit. If the row limit is exceeded, multiple E-mails with an attachment will be received until the Financial Toolbox transaction report completes.

The financial transaction template data element column title, element length, and element required / optional are:
Financial Transaction Template

Template Column Title	Length	Required / Optional	Format	Name
tc	3	R		Transaction code
mod	1	O		Modifier
rev	1	O		Reverse
post_fm	2	O%		Posting fiscal month
post_agy	4	O%		Posting agency
mi	8	O		Master index
ai	3	O	3rd character can be an asterisk	Appropriation index
fund	3	R / O if in the mi or ai		Fund
pi	5	O		Program index
oi	4	O		Organization index
proj	4	O		Project
sproj	2	O		Sub-Project
proj_ph	2	O		Project phase
sobj	2	O		Sub-Object
ssobj	4	O		Sub-Sub-Object
mgrp	2	O		Major group
msrc	2	O		Major source
ssrc	6	O		Sub-Source
v_gl	4	O		Variable GL Account
sub_dr	6	O		Subsidiary debit
sub_cr	6	O		Subsidiary credit
wc	3	O		Work class
bu	3	O		Budget unit
cnty	3	O		County

cty	4	O		City
ut	1	O	"T"	Use tax
mos	4	O	YYMM	Month of service
alloc	4	O		Allocation code
doc_dt	6	O%	YYMMDD	Document date
cur_doc	1-8	R		Current document
cd_sfx	1-2	O		Current document suffix
ref_doc	1-8	O		Reference document
rd_sfx	1-2	O		Ref document suffix
due_dt	6	O	YYMMDD	Due date
amount	1-13	R@	9(13)	Amount
pay_flg	1	O		Pay flag
agy_flg	2	O		Agency flag
contract	1-8	O		Contract number
vendor	10	O		Vendor number
vendor_sfx	2	O / R if enter vendor		Vendor number suffix
irs	1	O		Internal Revenue Service
v_msg	1-25	O		Vendor message
invoice	1-30	O		Invoice number
v_name	1-32	O		Vendor name
v_add1	1-32	O		Vendor address line 1
v_add2	1-32	O		Vendor address line 2
v_add3	1-32	O		Vendor address line 3
v_city	1-19	O		Vendor city
v_state	2	O		Vendor state
v_zip	5 or 9	O		Vendor zip
us_f	1	O	"U" or "F"	US or Foreign zip
inv_dt	8	O	CCYYMMDD	Invoice date
account	1-30	O		Account
schedule	8	O		Schedule
cobj	5	O		Cost objective
caft	1	O		Cost allocation funding type
gl	4	O		GL – remove on interface
info	50	O		Any use – remove on interface
comp	50	O		Any use – remove on interface

The following title and the data element value are inserted (replaced if present) from the batch interface to AFRS transmittal form.

agy	4	R		Input agency
bien	4	R		Input biennium
fm	2	R		Input fiscal month
b_dt	6	R		Batch date
b_type	2	R		Batch type
b_num	3	R		Batch number

O% = uses the data element value entered. If the data element value is blank, then the data element value is inserted from the batch interface to AFRS transmittal form. The default document date is the current date.

R@ = amounts must be entered with the decimal when entering cents.

Transmittal Status On-Line Report

The transmittal status screen is supplied to all user roles. This report automatically appears on-line for every transmittal. "Valid Transactions" does not include transactions in error or zero amount transactions removed. These transactions with the error condition(s) are listed at the end of this status screen. "Lines In File" is all the rows in the file and includes the column titles row and the blank row(s).

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The AFRS Transaction Reports display the following fields (Report sorts follow this chart):

	CAS535FT	DWP91004	DWP91005
Report Header Fields: (Header Displays on any field change)			
Agency	X	X	X
Biennium	X	X	X
Posting Fiscal Month	X	X	X
Current Document Number + Suffix	X		
Reference Document Number + Suffix	X		
Batch Type		X	X
Batch Number		X	X
Report Detail Fields:			
Current Document Number + Suffix		X	X
Reference Document Number + Suffix		X	X
Transaction Code	X	X	X
Reverse	X	X	X
Modifier		X	X
Fund	X	X	X
Master Index		X	X
Appropriation Index	X	X	X
Program Index	X	X	X
Allocation Code	X	X	X
Sub-Object	X	X	X
Sub-Sub-Object	X	X	X
Organization Index	X	X	X
Budget Unit	X		
Month of Service	X	X	X
Project	X	X	X
Sub-Project	X	X	X
Project Phase	X	X	X
Major Group	X	X	X
Major Source	X	X	X
Sub-Source	X	X	X
Cost Objective	X		
Cost Allocation Funding Type	X		
Vendor Number + Suffix		X	X
Vendor Name		X	X
Amount	X	X	X
Variable General Ledger Account	X	X	X
Subsidiary Debit	X	X	X
Subsidiary Credit	X	X	X
Invoice Number			X
Invoice Date			X
Account Number			X
Vendor Message			X
Budget Unit			X
Work Class			X
Internal Revenue Service			X
Agency Flag			X
OMWBE			X
Contract Number			X
Use Tax			X

The CAS535FT report sort is listed in the following chart. The DWP90004 and DWP90005 reports sort on the transaction sequence number; order the transactions are listed in the template. Sort the transactions in the template in the order you want them to display on the DWP reports prior to the submittal.

CAS535FT sort:
Posting Agency
Biennium
Posting Fiscal Month
Current Document Number + Suffix
Reference Document Number + Suffix
Pertaining Indicator (DSHS Unique Field)
Program Index
Allocation Code
Sub-Object
Sub-Sub-Object
Organization Index
Project
Sub-Project
Project Phase
Month of Service
Fund
Appropriation Index
Cost Objective (DSHS Unique Field)
Cost Allocation Funding Type (DSHS Unique Field)
Subsidiary Debit
Subsidiary Credit

Appendix A – Cost Allocation Transaction Codes

Transaction Code Selection For Cost Allocated Transactions Based on General Ledger Account and Amount Sign

CA General Ledger Account Fund Cash Type	Fiscal Month	Amt	Object	IFT TC	No IFT TC	TC General Ledger Accounts
6510 Cash Expenditures ($)						
Not Local Fund	01 – 24	> 0		669	263	6510 / 7140
	01 – 24	< 0		670	264	7140 / 6510
	99 / 25	> 0		345		6510 / 9920
	99 / 25	< 0		346		9920 / 6510
Local Fund	All	> 0			941	6510 / 1110
	All	< 0			942	1110 / 6510
51xx Liquidations ($)						
Not Local Funds	01 – 24	> 0	A or B	103	833	5124V / 7140
	01 – 24	< 0	A or B	106	833 R	7140 / 5124V
	01 – 24	> 0		103	833	5111V / 7140
	01 – 24	< 0		106	833 R	7140 / 5111V
	99 / 25	> 0	A or B	019		5124V / 9920
	99 / 25	< 0	A or B	084		9920 / 5124V
	99 / 25	> 0		019		5111V / 9920
	99 / 25	< 0		084		9920 / 5111V
Local Funds	All	> 0	A or B		831	5124V / 1110
	All	< 0	A or B		831R	1110 / 5124V
	All	> 0			831	5111V / 1110
	All	< 0			831R	1110 / 5111V
6505 Accrued Expenditures ($)						
All Funds	All	> 0	A or B	NO	224	6505 / 5124
	All	< 0	A or B	NO	224 R	5124 / 6505
	All	> 0		NO	736	6505 / 5111
	All	< 0		NO	736 R	5111 / 6505

6410 Encumbrances ($)							
All Funds	All	> 0		NO	735	6410 / 9510	
	All	< 0		NO	735 R	9510 / 6410	
0120 FTEs Actual							
All Funds	All	> 0		NO	894	0120 / 0998	
	All	< 0		NO	895	0998 / 0120	
0140 FTEs Liquidations							
All Funds	All	> 0		NO	892	0140 / 0998	
	All	< 0		NO	893	0998 / 0410	
0130 FTEs Accrued							
All Funds	All	> 0		NO	898	0130 / 0998	
	All	< 0		NO	899	0998 / 0130	

Local Fund is cash type "3" on Fund descriptor table D22
IFT is inter-fund transfer. IFT eliminates the agency prepared paper journal voucher to the State Treasurer.

If cost allocated transaction fund does not equal input transaction fund and transaction fiscal month is 99 / 25 and it is a current disbursement general ledger account 6510 or prior liquidation general ledger account 51xx see chart below for additional transactions required. The additional transactions include only the following account code elements: Fund, Program Index (Last 4 characters of Program Index are 0000) and Subsidiary Account.

Transaction Codes to complete Inter-Fund transfer in fiscal month 99 / 25. Build one transaction from each transaction type when the cost allocated transaction fund does not equal the input transaction fund.

If cost allocated transaction with the cost allocated fund is a debit to GL Acct 6510 or 51xx (amount is positive)							
Trans Type	Input FM	Output FM	Output Bien	Tran Fund	IFT TC	GL Accts	Subsidiary Account
Due From	99 / 25	99 / 25	Input	Input	348	1353V / 9920	Cost Alloc Fund DR
Due To	99 / 25	99 / 25	Input	Cost Alloc	347	9920 / 5153V	Input Fund CR
Liq Due From	99 / 25	Current	Current	Input	026	7140 / 1353V	Cost Alloc Fund CR
Liq Due To	99 / 25	Current	Current	Cost Alloc	025	5153V / 7140	Input Fund DR

If cost allocated transaction with the cost allocated fund is a credit to GL Acct 6510 or 51xx (amount is negative)							
Trans Type	Input FM	Output FM	Output Bien	Tran Fund	IFT TC	GL Accts	Subsidiary Account
Due From	99 / 25	99 / 25	Input	Cost Alloc	348	1353V / 9920	Input Fund DR
Due To	99 / 25	99 / 25	Input	Input	347	9920 / 5153V	Cost Alloc Fund CR
Liq Due From	99 / 25	Current	Current	Cost Alloc	026	7140 / 1353V	Input Fund CR
Liq Due To	99 / 25	Current	Current	Input	025	5153V / 7140	Cost Alloc Fund DR

Appendix B – Determine Allocation Plan

Transaction Type	General Ledger	Posting Fiscal Month	Cost Allocation Plan		
			Current	Prior	FM 12 or FM 24
Disbursement	6510, 51xx, 0120, or 0140	Current Fiscal Month	X		
		Prior Fiscal Month		X	
		FM 99 or FM 25			X
Accrual / Encumbrance	6505, 0130, or 6410	Current or Prior Fiscal Month	X		
		FM 12 or FM 24			X
		FM 99 or FM 25			X

How to use the Determine Allocation Plan Table

Determine the general ledger accounts embedded in the transaction code. If the transaction code contains none of the general ledger accounts listed in the chart, then that transaction code is not cost allocated. A transaction code can contain zero, one or two of the general ledger accounts listed in the chart. Do not use 51xx if the transaction code also contains 6505 or 6510.

Find the general ledger account under the column heading General Ledger.

The fiscal month on the transaction is the posting fiscal month.

Select the cost allocation plan from the last three columns depending on the selection in the second and third columns.

Appendix C – Glossary

A complete cost allocation system (CAS) glossary that contains a more complete description of the terms below can be found at web site **http://swfs.ofm.wa.gov/Reference/contents.htm**. At this web page, the glossary is under the heading "AFRS (Agency Financial Reporting System)", then the name of the glossary "CAS Glossary".

Term	Description
Accrued	Goods or services received, but not paid for at the end of the accounting period.
Base	The first level in the base hierarchical structure; below the base is the base element. An intermediary cost pool. A base uses one of the federally approved methodologies to distribute costs between cost objectives.
Base Element	The second level in the base hierarchical structure; below the base element is the base element sequence. The element contains a target base or cost objective. The element also contains a value for the base methodology. The value is converted to a percent that applies to the target base or cost objective. Through the plan build the target base is converted to cost objectives. Each cost objective receives a percent of the base percent. The sum of the cost objective percents in a base is 100 percent.
Base Element Sequence	The third level in the base hierarchical structure. Used only for automated bases. Each sequence has a program index / allocation code combination that retrieves a value for a fiscal month. The sequence can also contain an adjustment value that is manually entered. The element value is the sum of the sequence values.
Cost Allocation	Creating cost allocation tables that are used to build an automated cost allocation plan. Selecting AFRS financial transitions, merging as financial data to apply the cost objective(s), the cost objective's federal, state and / or local share, and the proper appropriation index.
Cost Objective	A federal grant, part of a federal grant or a state funded program. A cost objective has a federal, state and / or local share.
Disbursement	A payment. In the cost allocation system a disbursement is represented by general ledger accounts 6510 or 51xx for dollars and 0120 or 0140 for FTEs.
General Ledger Account	A four-digit code that represents an asset, liability or equity and includes budgetary and FTEs.
IFT	IFT is inter-fund transfer. IFT automatically creates the journal voucher to the State Treasurer and eliminates the agency prepared paper journal voucher to the State Treasurer.
Liquidation	Payment of a liability, receipt of a receivable, or reduction of an encumbrance.
Maintenance	Another term for "Update"
Methodology	A federally approved distribution method applied to a base.
Update	A term that encompasses add, change and delete.

SECURITY ADMINISTRATOR(S) FOR OFM'S FINANCIAL TOOLBOX

For information about the Financial Toolbox, visit our website at http://swfs.ofm.wa.gov/FinancialToolbox/Reference/help.htm .

AGENCY #: _____   AGENCY NAME: _____

The following individuals are designated as Security Administrator(s) for the Financial Toolbox. They are authorized to assign security for individuals within this agency.

___ *Add*   First Name: _____   Last Name: _____

___ *Delete*   E-Mail: _____

            *Logon ID: |__|__|__|__|__|__|__|__| Phone Number |__|__|__|__|__|__|__|__|__|__|__|__|

___ *Add*   First Name: _____   Last Name: _____

___ *Delete*   E-Mail: _____

            *Logon ID: |__|__|__|__|__|__|__|__| Phone Number |__|__|__|__|__|__|__|__|__|__|__|__|

___ *Add*   First Name: _____   Last Name: _____

___ *Delete*   E-Mail: _____

            *Logon ID: |__|__|__|__|__|__|__|__| Phone Number |__|__|__|__|__|__|__|__|__|__|__|__|

*The Financial Toolbox User ID must be the AFRS User ID. This is required to interface batches to AFRS. The Financial Toolbox utilizes AFRS Batch Type Security (to verify the User can input the Batch Type) by linking the Financial Toolbox User ID to the AFRS User ID.

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature _____   Date _____

Printed Name _____   Phone Number _____

Title _____   Mail Stop _____

_____

APPROVAL OF NETWORK/DESKTOP ADMINISTRATOR OR DESIGNEE:

Financial Toolbox data are transmitted through the Agency's network. If there are concerns about the volume or type of data being transmitted, contact Tom Gigstead of OFM Information Services at 360.664.7759.

Signature _____   Date _____

Printed Name _____   Phone Number _____

Title _____   Mail Stop _____

_____

Send **original** form to: *Financial Systems Security Administrator*
                         OFM Accounting Division
                         PO Box 43113
                         Olympia, WA 98504-3113

OFM USE ONLY: Security entered by _____ Date _____
If new agency, verify: Folder set up _____   Initiate backup GDG _____